Separation Training

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Using this Training Manual

When you attend HRIS Training, this manual will be used to outline the process. In the class you will learn specifics on how to process an individual action.

After training, additional resources can be found on the HRIS Website, including a link to Self Directed Help. This section of the training manual will provide an outline of the naming conventions and setup/flow of the training material.

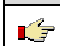
Text Conventions

The manual is setup using standard text conventions and distinct visual elements to make training easier to follow.

Format	Meaning
Bold	Name of a Form/Field. A manual title. An emphasized word/phrase. A placeholder for a user-defined value.
Italics	A key name. For example, Shift and Enter are key names.

Visual Elements

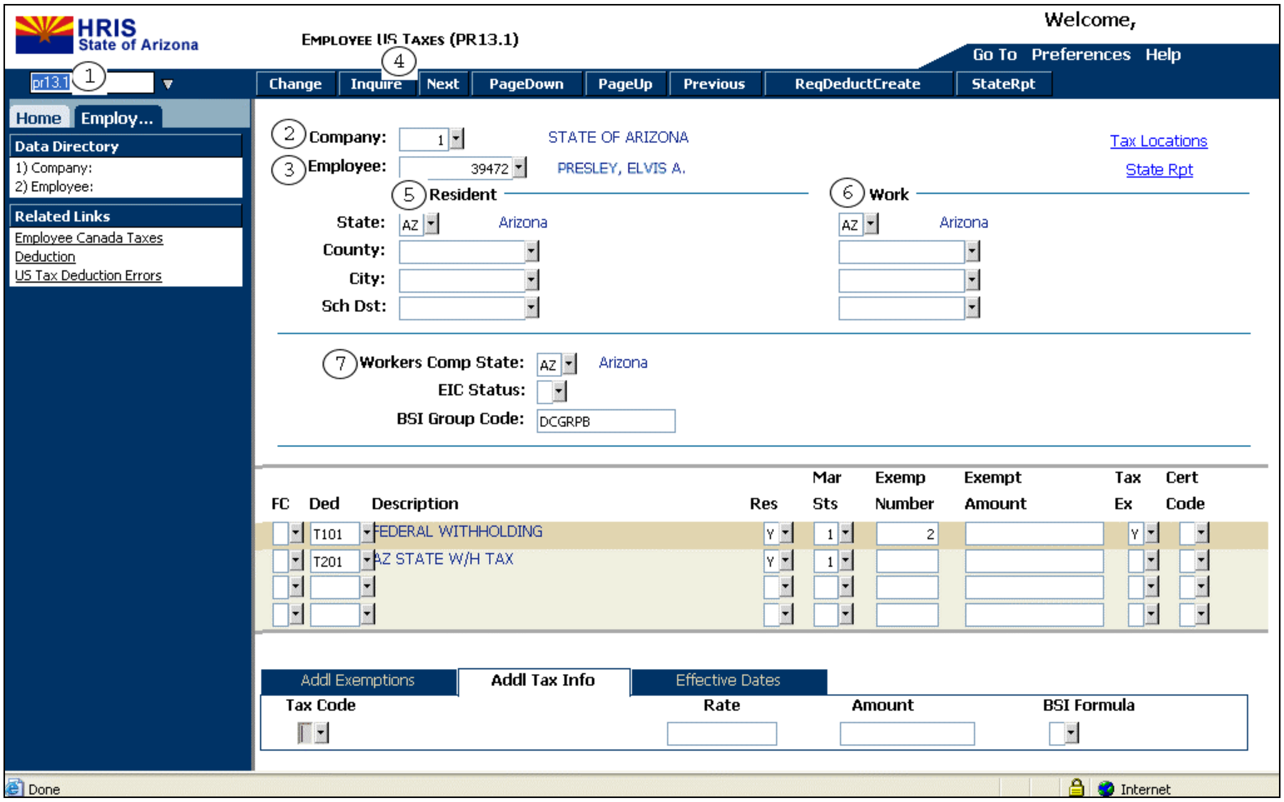
Visual elements are provided for certain types of information to draw your attention to that element/concept. NOTE: Not all "elements" may be included in this manual.

Format	Meaning
	Tip – provides miscellaneous information about facts that might be of interest to you as you complete the process.
	Warning or Important Note – provides critical points or items that you must address as you complete the process.
	Exercise – indicates an Exercise.

Screen Captures

Screen Captures are provided prior to each Task Step Chart. The capture will identify the Form Name and Form Number according to the task. The numbers identified on the screen capture correspond to the numbered tasks in the chart.

Example:



Task Step Chart

The Task Step Charts are set up to easily identify each necessary step taken with follow through explanation to make training easier to follow.

Format	Meaning
Number Column	This number identifies, on the screen capture, the order the steps are to be taken (in sequence)
HRIS FIELD	This identifies the field on the form that your action is required.
R/O	This will tell you if the field you are working on is a **R**equired field or an **O**ptional field.
Step/Action	This will identify what needs to be entered in the current field.
Expected Result	This will identify the result of your current action taken. If the task step chart is blank, make sure to always check the lower left hand corner of your screen for messages from HRIS.
Notes/Additional Information	This will identify Warning or Important Note – provides critical points or items that you must address as you complete the process.

HRIS Basics

HRIS has a number of standard features that work the same regardless of the field you are on in the system.

HRIS Forms

- HRIS Forms will always open with the fields blank.
- When navigating in HRIS, you can move from field to field by pressing the Tab button on your keyboard, or clicking your mouse in each new field.
- You must then type or select from a drop down menu the items you want to fill into your fields. If you transfer from another HRIS form, some of the data from the previous form (ex. Company and Employee EIN) will fill in those same data items on the new form.

Completing Fields on HRIS Forms

There are key fields, which are required on HRIS Forms.

- All information should be entered in CAPITAL LETTERS.

- Do not use punctuation.

  .
- Phone numbers are input with periods. (602.111.1111)
- Information is Added/Changed/Inquired on using the navigation bar. You can also use the buttons Next/Previous to move between Employee records.

HRIS System Messages

- Always check the bottom left corner of a form for system messages such as "Add Complete-Continue."
- HRIS has built in edits to validate information. For example:
  - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.

Introduction

Separations (including voluntary resignation, involuntary termination, retirement, and death of an Employee) update Employee information in the HRIS system.

The Human Resources (HR) Initiator/Approver completes a personnel action using the *Individual Action Form (XP52.1)*. The *Individual Action Form (XP52.1)* displays the current information stored on the Employee's record, along with fields to enter updated information.

Processing separations requires two personnel actions:

- Personnel Action 1 - places the Employee into a Pending Status (T1, R1, U1) to ensure that all available monies owed can be paid. The Termination date **<u>MUST</u>** be placed in this action. It must be the same as the effective date of this action.
- Personnel Action 2 – places the Employee into a Final (Inactive) Status (T2, T3, R2, U2). This action can be processed at the same time as Personnel Action 1, but the transaction **must be future dated**. Coordination with your Agency Payroll Office on the date of this action may be required to ensure sufficient time to process the final payout to the Employee.

  Once this transaction takes place the Employee is in a final separation status allowing for **no additional** transactions to be processed or payments to be made.

Arizona statutes require that dismissed Employees must have a final paycheck made available to them within 72 hours. HR must notify their Agency Payroll Office to ensure compliance**.**

For information pertaining to manual payments (handwrites), contact your Agency Payroll Office.

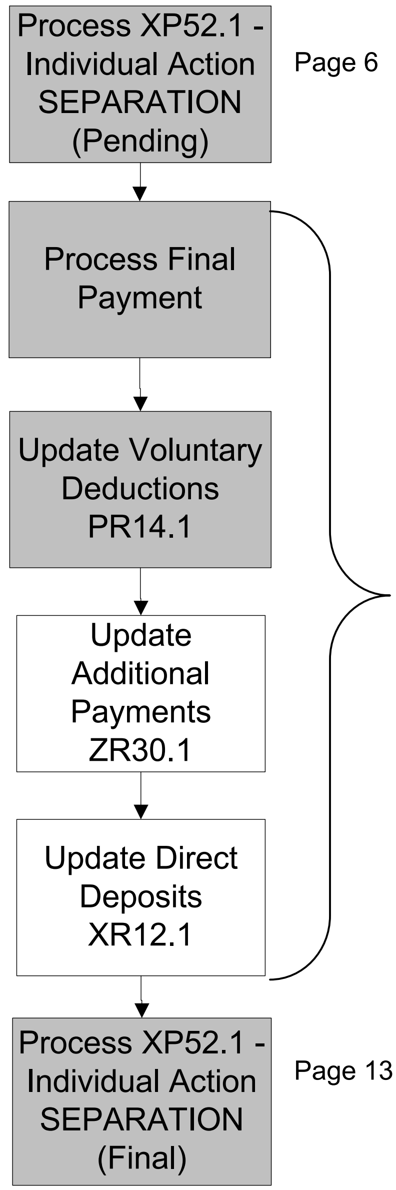
Notes

- Agencies using stipends. If the employee is supposed to receive stipends on his/her final warrant, you must wait until the payment has processed and closed before placing the employee in a terminated status code (T1, T2, R1, R2, U1 and U2). If the employee is placed in any of these status codes prior to that time, he/she will not receive the stipend on the final payment.
- Once the Pending Separation Action is completed HR needs to notify Payroll to ensure the employee receives their final pay. In addition, when the Final Separation Action is completed HR needs to again contact Payroll to turn off voluntary deductions

HRIS Separation Flow Chart

Required forms appear as:

Optional forms appear as:



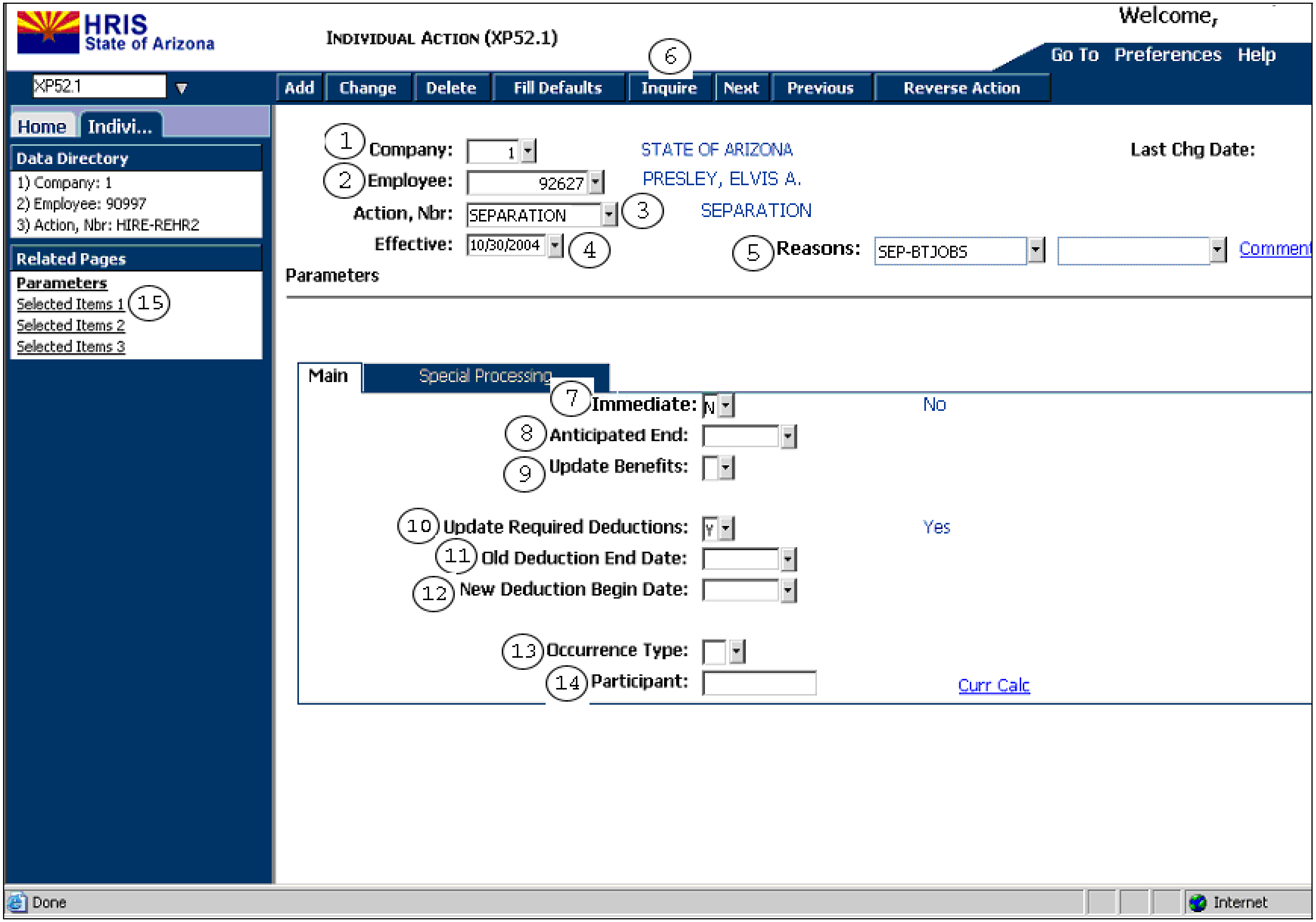
Your Agency Payroll Initiator performs these tasks.

It is critical that you work with them to ensure that these tasks are completed.

Warning

- If the Voluntary Deductions, Additional Payments and Direct Deposits are not shut off, they will be reinstated if the Employee is ever rehired.

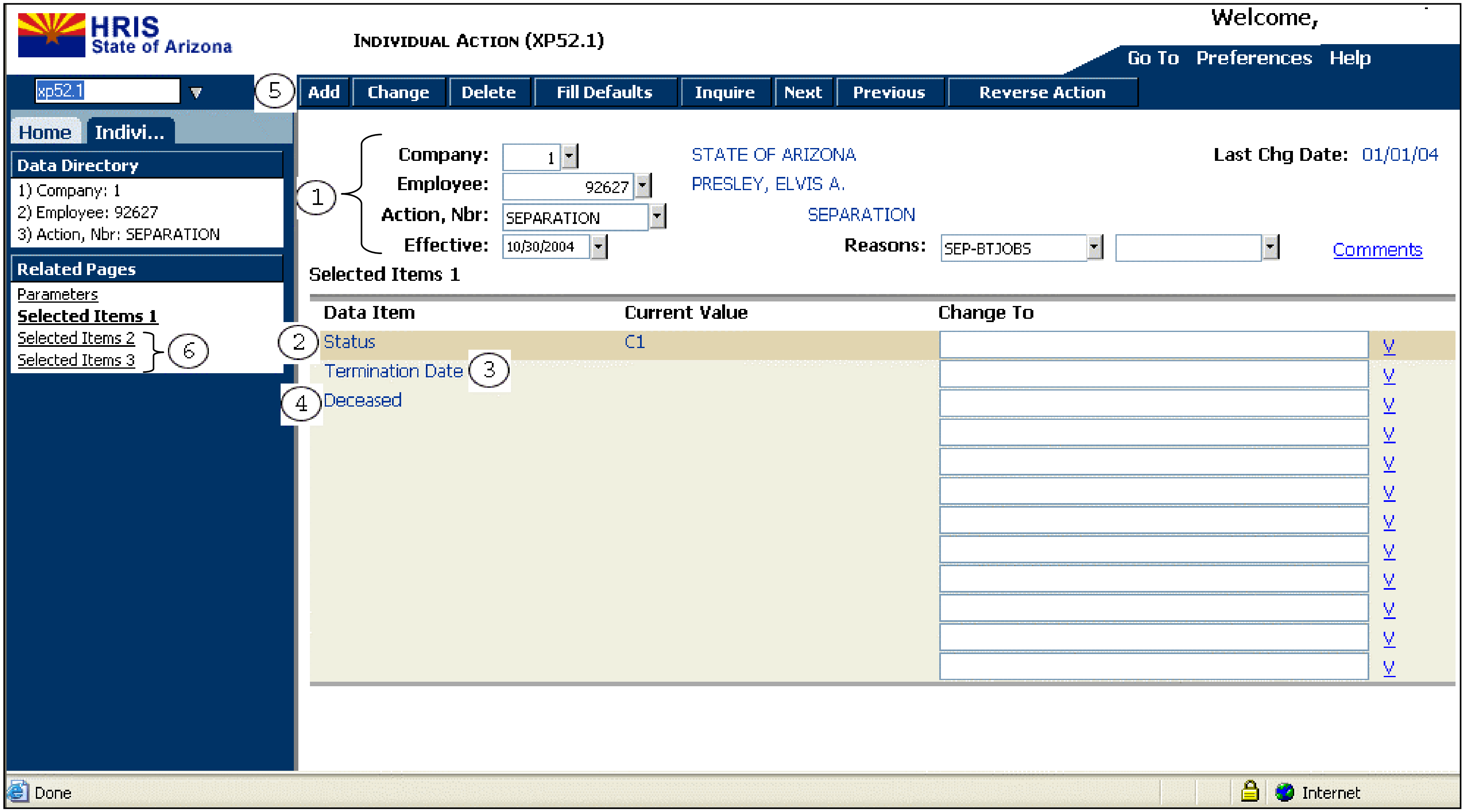
Individual Action (XP52.1)- Parameters Tab (SEPARATION)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Company** Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	**Employee** Field	R	Type the Employee's EIN.	System will bring up Employee's information.	You must enter the correct EIN. After you enter the EIN verify Employee's Name to ensure you have the correct EIN.
3	**Action Nbr** Field	R	Type or use the Drop Down to enter action '**SEPARATION**'.	Based on the Action Nbr. selected, the system will populate the appropriate fields that are needed to complete this action.	
4	**Effective** Field	R	Type the Effective Date of the action.	The Effective Date of the Pending Separation will be in this field. This will be the actual Separation Date.	Date is formatted as MMDDYY or MMDDYYYY
5	**Reasons** – First Box Field	R	Type or use the Drop Down to enter the reason code for the Separation Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2nd Reason Code for the Separation.		The 2nd Reason Code is not required, however, it can be used to better define the reason for the Separation Action. It can be useful for reporting purposes.
6	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's record.	DO NOT CLICK Add at this point!
7	**Immediate** Field	R	Type N in the Immediate Field.	Action will process with the nightly batch.	Only New Hire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
8	**Anticipated End** Field	R	Leave Blank	This field must be blank.	
9	**Update Benefits** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' <u>must</u> be put in this field.
10	**Update Required Deductions** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
11	**Old Deduction End Date** Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
12	**New Deduction Begin Date** Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	**Occurrence Type** Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
14	**Participant** Field	R	Leave Blank	This field must be blank	Do not enter anything into this field.
15	**Selected Items 1**	R	Click on the **Selected Items 1** tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear in the Current Value Field.

Individual Action (XP52.1)- Selected Items 1 Tab (SEPARATION)

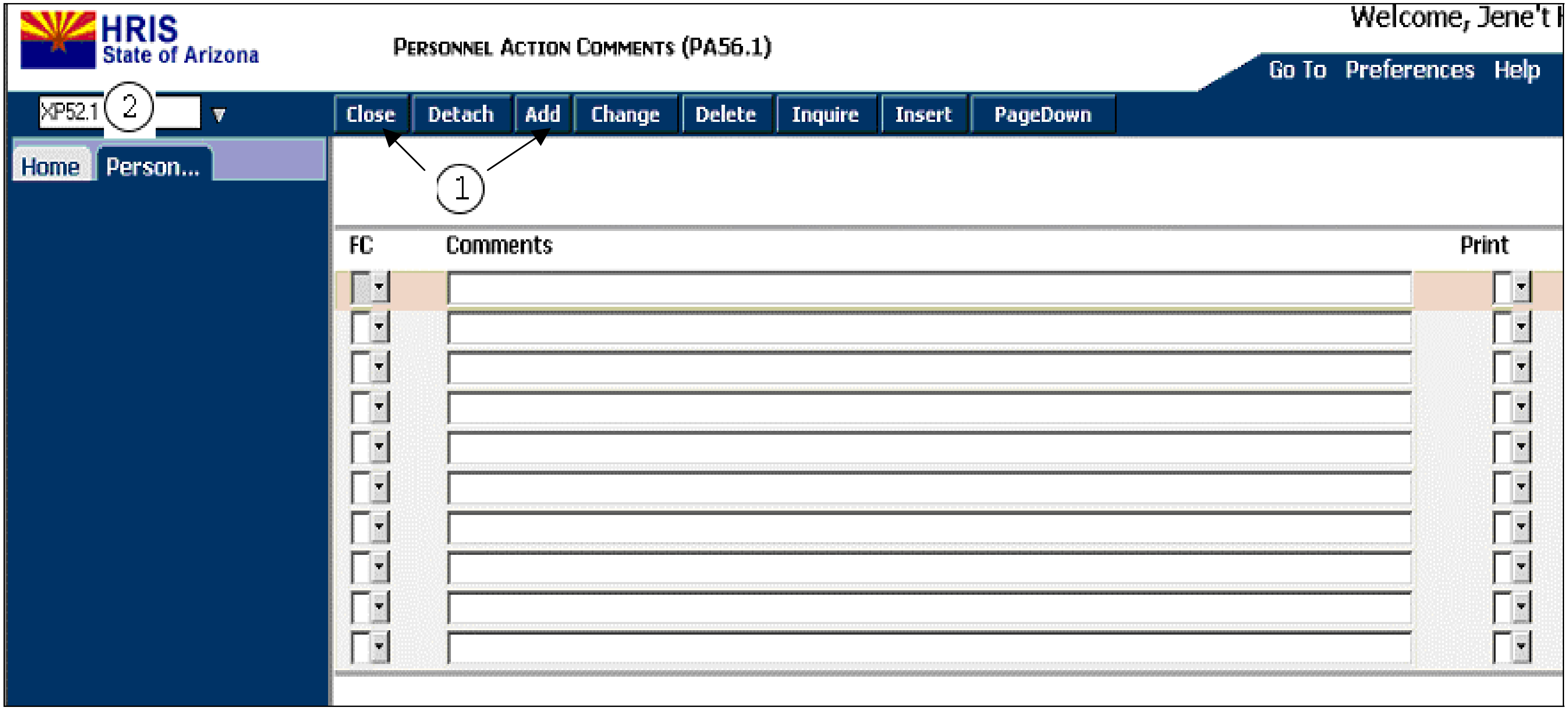


	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Company** field **Employee** Field **Action, Nbr** Field **Requisition** Field **Effective Date** Field **Reasons** Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	**Status** Field	R	Type or Select from the drop down the Employee's Pending Terminated Status. The status depends on whether the employee is terminating (T1), retiring (R1)or is deceased.(U1).	Once information is entered, it will be displayed in the Change To column.	
3	**Termination Date** Field	R	Type the termination date for the Employee.		Format is MMDDYYYY
4	**Deceased** Field	R	Type or select whether the action is the result of a death of an Employee. If status = U1 then Deceased must = Y.		If the employee is **<u>NOT</u>** deceased leave this field blank.
5	**Add** button	R	Click Add	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Add Complete; continue	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it, as HRIS is the Official Employee Personnel file.
6	**Selected Items 2** **Selected Items 3**	O	There are no items on these two related pages. You do not have to click on them to complete this action.		

See Appendix A – Retiree Processing Procedure (Page 20) for additional processing requirements for each job role.

See Appendix B – Separation Checklist (Page 21) for a list of critical items that should be addressed for each separation.

Personnel Action Comments (PA56.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Add** or **Close**	R	If you choose to make comments, type them in and Click Add. If you do not make comments, Click Close	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated. If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the Separation Process as described on Page 5.

Separation Process Update

After the completion of the first Separation action, the following items must be updated before the Employee is placed into the final Separation status. See the HRIS Separation Process Chart (Page 5):

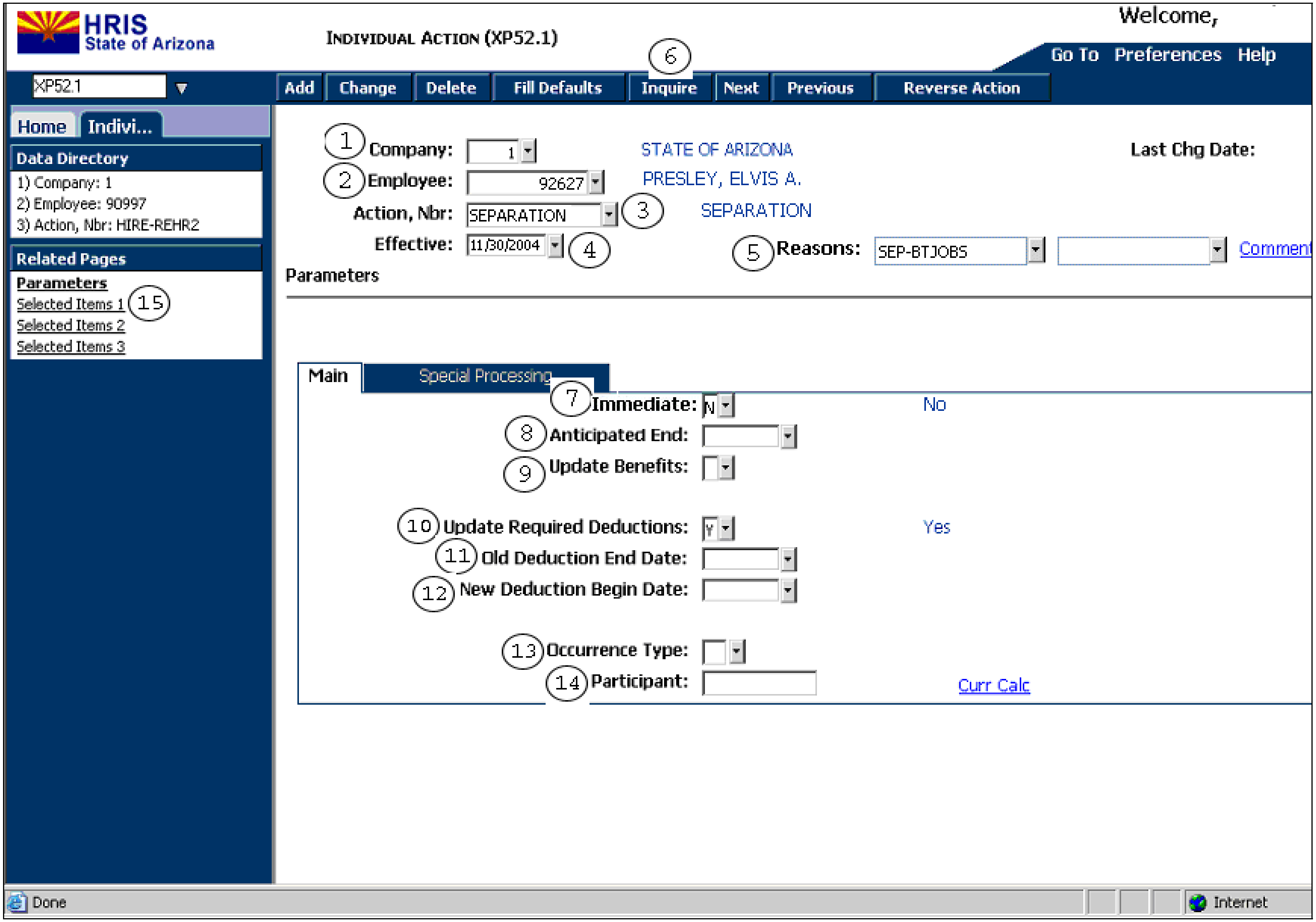
- Creation of the final timesheet (including all eligible leave balances). This may be done on the handwrite form **ONLY** if the Employee is being terminated involuntarily. Voluntary separations must be processed through the regular pay cycle.
- Final payment to the Employee. This may be processed using the handwrite system **ONLY** if the Employee is being terminated involuntarily.
  - Agencies using stipends. If the employee is supposed to receive stipends on his/her final warrant, you must wait until the payment has processed and closed before placing the employee in a terminated status code (T1, T2, R1, R2, U1 and U2). If the employee is placed in any of these status codes prior to that time, he/she will not receive the stipend on the final payment.
- Update the Employee's Direct Deposit records (XR12.1) to include a stop date that is prior to the final payroll compute date.
- Update the Employee's Voluntary Deductions (PR14.1) to include a stop date that is after the final payroll compute date.
- Update the Individual Standard Time Record (ZR30.1) to include a stop date that is no later than the termination date. This must be done if the agency has set up any manual stipend payments using this form. All stipends are calculated using the Friday date of each workweek. If the termination effective date is prior to Friday, the stipends must be manually calculated and entered at the time of the employee's final time entry.

After all of these actions have been processed, the second separation action should be processed to move the Employee into a final separation status. The second separation action can be keyed in before these items are completed, but the effective date of the final separation should be future dated to provide enough time for these items to be completed.

If both actions are being keyed in on the same day, use the following these steps to clear the form before keying in the second action.

- Click in the White Search box, type XP52.1 and press enter.
- Click in the Action, Nbr field on the Parameters screen and press Ctrl+Shift+K. This step will clear the form.

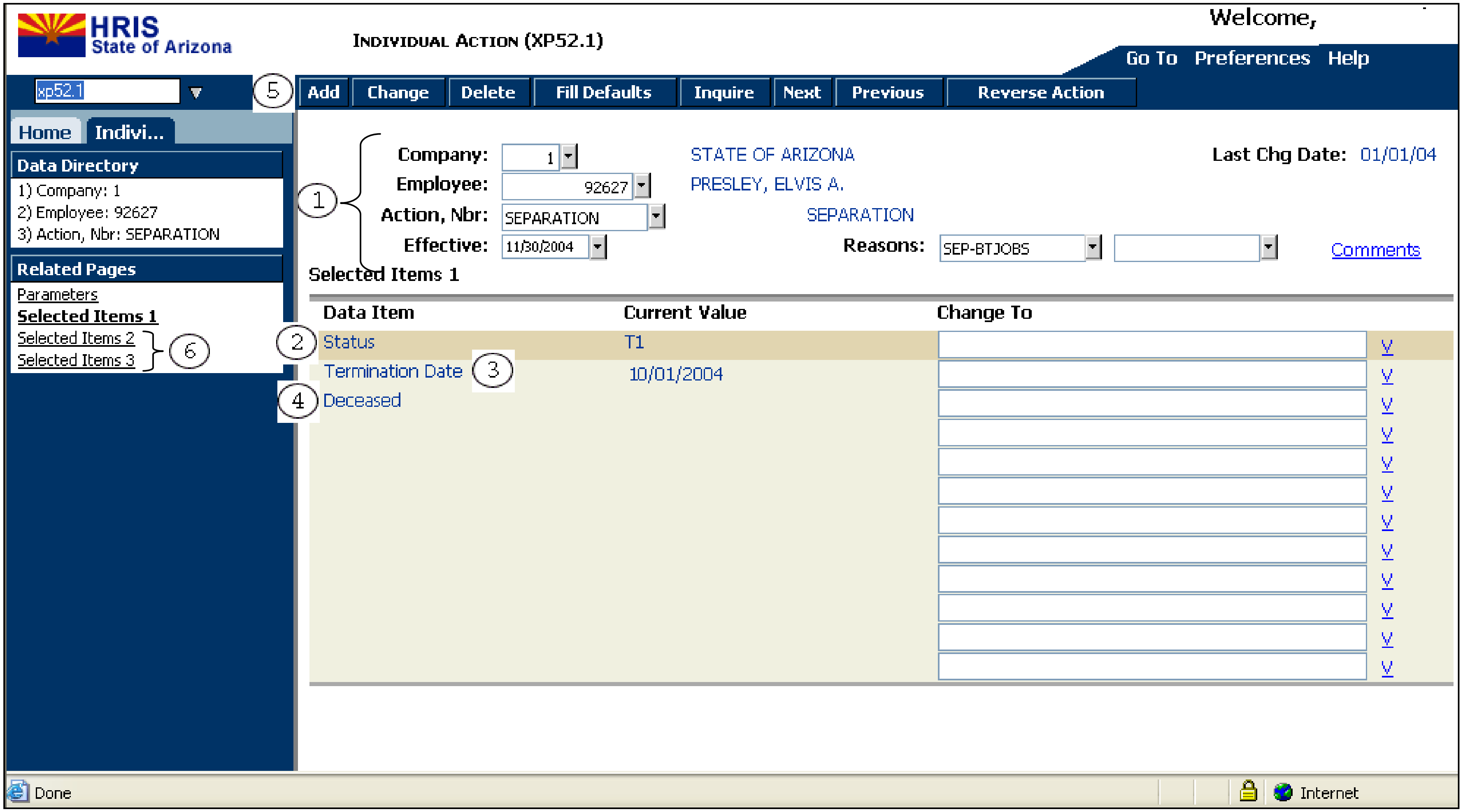
Individual Action (XP52.1)- Parameter Tab (SEPARATION)- Action 2



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Company** Field	R	Verify 1 appears in the Company field. If not, then Type 1.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	**Employee** Field	R	Verify the applicable Employee EIN appears in the Employee field. If not, then Type the Employee's EIN.	System will bring up the Employee's information.	You must enter the correct EIN. After you enter the EIN verify Employee's Name to ensure you have the correct EIN.
3	**Action Nbr** Field	R	Type or use the Drop Down to enter action '**SEPARATION**'.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	**Effective** Field	R	Type the Effective Date of the action. If this action is being keyed in the same day as the first Separation action, then type a future Effective date in this field.		Date is formatted as MMDDYY Please coordinate with your Agency Payroll Office when determining this date to ensure that enough time is given to process the required termination actions (final payment, etc).
5	**Reasons** – First Box Field	R	Type or use the Drop Down to enter the reason code for the Separation Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2nd Reason Code for the Separation.		The 2nd Reason Code is not required however it can be used to better define the reason for the Separation Action. It can be useful for reporting purposes.
6	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from the Employee's Record.	DO NOT CLICK Add at this point!
7	**Immediate** Field	R	Type N in the Immediate Field.	Action will process with the nightly batch.	Only New Hire Actions are processed immediately. All other HRIS Actions are processed during the nightly batch.
8	**Anticipated End** Field	R	Leave Blank	This field must be blank.	

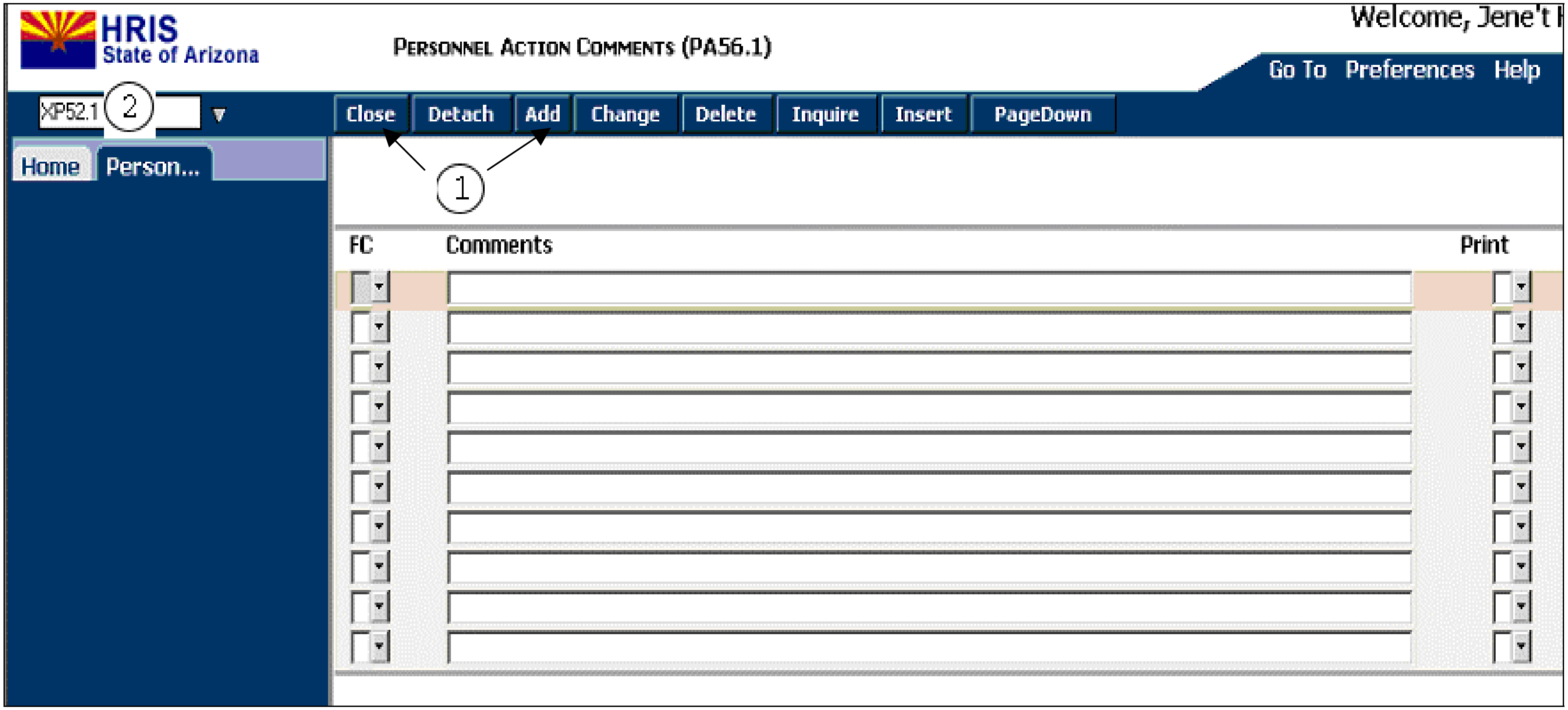
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
9	**Update Benefits** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
10	**Update Required Deductions** Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
11	**Old Deduction End Date** Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
12	**New Deduction Begin Date** Field	R	Leave Blank	When the action is processed, the system will default in the correct date.	
13	**Occurrence Type** Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
14	**Participant** Field	R	Leave Blank	This field must be blank	Do not enter anything into this field.
15	**Selected Items 1**	R	Click on the **Selected Items 1** tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from the Employee's record will appear.

Individual Action (XP52.1)- Selected Items 1 Tab (SEPARATION)- Action 2



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Company** field **Employee** Field **Action, Nbr** Field **Requisition** Field **Effective Date** Field **Reasons** Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	**Status** Field	R	Type or Select from the drop down the Employee's Terminated Status. The status depends on whether the employee is terminating, retiring or is deceased.	Once information is entered, it will be displayed in the Change To column.	The status should be the 'final' status for the type of separation. • T2 – Termination • T3 – Approved for LTD • R2 – Retirement • U2 – Death
3	**Termination Date** Field	R	The termination date should already appear in the Current Value column. Leave Termination Date Change To field BLANK.		If there is no date in the Current Value Column for Termination Date contact HRIS.
4	**Deceased** Field	R	The deceased field should already contain a value in the Current Value column, if applicable. Leave the Deceased field BLANK.		There should be a Y in the Current Value column for Deceased if the employee is deceased. If not contact HRIS.
5	**Add** button	R	Click Add	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue".	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Add Complete; continue	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it, as HRIS is the Official Employee Personnel file.
6	**Selected Items 2** **Selected Items 3**	O	There are no items on these two related pages. You do not have to click on them to complete this action.		

Personnel Action Comments (PA56.1)



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	**Add** or **Close**	R	If you choose to make comments, type them in and Click Add. If you do not make comments, Click Close	You will see a message in the lower left corner "Done".	Action will be processed and Employee's record will be updated. If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the Separation Process as described on Page 5.

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Appendix A – Retiree Processing Procedure

Agency HR

When an employee is retiring, the Agency HR Initiator or Approver needs to complete the following steps.

- Process a Pending Personnel Action utilizing XP52.1, Action Nbr. SEPARATION, Reason: Retirement, Effective date: Effective date of Retirement, Status Code: R1, Termination Date: date of Retirement.
- Process a Personnel Action utilizing XP52.1, Action Nbr. Separation, Reason: Retirement, effective date of action (this must be the day after the pay day in which the employee received final pay off), Status Code: R2, Termination Date: (do not change the termination date). Leave this field blank.
- Notify Benefits that the Employee is/has retired so they can end the benefit deductions.
- These actions need to be processed as soon as possible, as the employee's record needs to be copied into Company 7 in order for them to access their retiree benefits. In addition, if the Retiree applies for Retiree Accumulated Sick Leave (RASL) there is a time line for completing their request and issuing the 1st payment.

Agency PR

When an employee is retiring, the Agency PR Initiator or Approver needs to complete the following steps.

- Place a stop date on all deductions (with the exception of benefits, garnishments, and tax deductions) (date will be the day after compute of the final pay).
- Go to the PR14.1, input the Employee's EIN, click Inquire, click Next, place an end date on the deduction, Click Change, Click Next again and continue the process until a stop date has been placed on all deductions.
- If the Employee/Retiree has a Bus Card Deduction, an amount will be required. In order to obtain the correct dollar amount, contact Sam Tekien, ADOA/GAO, at 602-542-2098.
- If the Employee/Retiree has a ZR30 Individual Standard Time Record, PR must put an end date on the Stipend.
- If an Employee/Retiree completes a RASL application, do not forward to the RASL Administrator until HR and PR have completed the above steps.

RASL Administrator

If a Retiree applies and qualifies for RASL, complete the following steps.

- Check the ZH11 Social Security Look-Up screen to see if the Employee/Retiree has been placed in an R2 Status and what Agency they are retiring from.
- If the Retiree has not been placed in a R2 Status, contact the agency and request that the action be completed as required.
- Complete the Inter-Agency Transfer Request Form and send to the Transfer Processors at ADOA/HRD.
- Once the Retiree's Transfer has been completed, process for RASL.

Appendix B – Separation Checklist

The steps in this guide should be completed when an Employee is terminating from State Service. Note: If you do not properly complete all of the following steps, the Employee's record will not be up to date after termination and problems will be encountered in the case of a future rehire of the Employee.

In addition to internal Agency separation policies, such as collecting company property, follow these HRIS procedures during a separation of employment.

Check	Task Description	Important Notes
	Agency HR enters an Individual Action placing the Employee in a “pending” **status code** (R1, T1, or U1) using the *Individual Action Form (XP52.1).* The Employee remains in pending status until all monies due to the Employee are paid. After all monies are paid, Agency HR enters an Individual Action placing the Employee in a "final" status code (R2, T2, U2) using the *Individual Action Form (XP52.1)*. Once placed in this Final (No-Pay status) code, no additional payments can be made to the Employee.	• Agency HR: contact Agency PR to notify that the Employee’s is terminating. • Agency HR: review the Employees record to determine what items must be stopped (see below).
	Does the Employee have existing **Voluntary Deductions**? If yes, contact your Agency Payroll Initiator to have stop dates entered on the *Employee Deduction form (PR14.1)*.	• Stop dates must be after the final payment date to the Employee.
	Does the Employee have any **Additional Payments** that have been set up by the Agency Payroll Initiator (on Individual *Standard Time Record ZR30.1*) that should be stopped? If yes, contact your Agency Payroll Initiator to have stop dates entered on the Individual *Standard Time Record (ZR30.1).*	• Stop dates must be after the final payment date to the Employee. • Additional Payments added to the Employees record using an Employee Group, will stop automatically.
	Does the employee have any existing **Direct Deposits**? If yes, contact your Agency Payroll Initiator to have stop dates entered on the *Direct Deposit Distribution form (XR12.1)*.	• Stop dates must be after the final payment date to the Employee.
	Time Accrual Plan end dates are automatically entered by the system.	

	Complete other items as defined by your Agency, such as: 1. Company property 2. Security cards 3. Keys 4. Exit Interview 5. Close-out evaluation	